

MEETING MINUTES
Board of Mental Health Practice
September 1, 2006

1. ROLL CALL

The meeting of the Board in Mental Health Practice was called to order by the Chairperson, Amanda Randall, at 9:04. A.M., in Sixth Floor Conference Room Z, State Office Building, Lincoln, Nebraska. Copies of the agenda were mailed to the Board members, and other interested parties in accordance with the Open Meetings Law. The following members answered the roll call:

Members Present:	Amanda Randall	-	Chairperson
	Susan Meyerle	-	Vice-Chairperson
	John Atherton	-	Secretary
	Janice Fitts	-	Member
	Gail Lorenzen	-	Member
	Monalisa McGee-Snyder-	-	Member
	Layne Prest	-	Member
Members Absent:			
	John Danforth	-	Member
	Vickie Frizzell-Pratt	-	Member
	Mike Kinney	-	Member
Staff Present:			
	Kris Chiles	-	Section Administrator, Credentialing Division
	Julie Agena	-	Attorney General Representative
	Mike Grutsch	-	Investigations & Enforcement Division
	Barbara Remmers	-	Investigations & Enforcement Division

A quorum was present and the meeting convened.

2. ADOPTION OF AGENDA

Randall called for changes or additions to be made to the Agenda. Hearing none, the agenda was accepted.

●**MOTION:** Meyerle moved, seconded by Atherton to adopt the agenda as published. A roll call vote was taken. Voting aye: Atherton, Fitts, Lorenzen, McGee-Snyder, Meyerle, Randall, Prest, (7). Voting nay: None (0). Absent: Danforth, Frizzell-Pratt. Kinney, (3) Motion carried

3. APPROVAL OF MINUTES

Minutes for the July 7, 2006 board meeting are still in rough draft, but will be revised for the next meeting.

4. INVESTIGATIVE REPORTS AND COMPLIANCE MONITORING – CLOSED SESSION

●**MOTION:** Atherton moved, seconded by Meyerle to enter into closed session at 9:07 A.M. to hear discussions of investigative/confidential nature, and for the prevention of needless injury to the reputations of the individuals. A roll call vote was taken. Voting aye: Atherton, Fitts, Lorenzen, Meyerle, McGee-Snyder, Randall, Prest, (7). Voting nay: None (0). Absent: Danforth, Frizzell-Pratt, Kinney (3). Motion carried.

10:12 A.M.	-	McGee-Snyder departed the meeting due to a conflict of interest
10:14 A.M.	-	Meyerle departed the meeting
10:15 A.M.	-	McGee-Snyder & Meyerle returned to the meeting

10:27 A.M. - Grutsch departed the meeting
10:27 A.M. - Break
10:40 A.M. - Meeting Resumed
10:50 A.M. - McGee-Snyder departed the meeting due to a conflict of interest
10:58 A.M. - Randall departed the meeting due to a conflict of interest
11:00 A.M. - McGee-Snyder and Randall returned to the meeting

5. DISCIPLINARY AND NON DISCIPLINARY INFORMATION – OPEN SESSION

➡**MOTION:** Fitts, seconded by Prest to enter into open session at 11:00 AM. A roll call vote was taken. Voting aye: Atherton, Fitts, Lorenzen, McGee-Snyder, Meyerle, Prest, Randall, (7). Voting nay: None (0). Absent: Danforth, Frizzell-Pratt, Kinney (3). Motion carried.

a. Probationary Terms Relating to Ethics/CE Coursework

Discussion ensued regarding the Board being more specific when recommending probationary conditions, specifically identifying the continuing education topic area and whether the education can be gained through homestudy, workshops, academic coursework, etc. It was agreed that these factors would be taken into consideration when discussing completion of continuing education as a condition of probation.

b. Actions Pending/Taken

Report attached

6. APPLICATION REVIEWS AND ISSUES

a. Applications/Convictions/Reinstatements

None

b. Administrative Penalty Fees

Chiles stated that there were no administrative penalties assessed for unlicensed practice since the last meeting of the Board (July).

7. UNFINISHED BUSINESS

a. Updates:

• Clinical Records Management (Board sponsored workshop)

Chiles indicated that she had distributed the Omaha workshop comments to all members of the Board and also to Tom Perkins (coordinator and presenter) and Mike Grutsch (investigations who agreed to present the disciplinary information previously provided by Brad Shaaf, who resigned from his position as Assistant Attorney General).

Chiles continued that she would also forward the comments from the Kearney workshop; approximately 75 licensees attended. Given licensees registered in May for this workshop, she had sent out a reminder a week and a half before the training, which was a good thing, because several of the licensees then cancelled their registration and she was able to offer registration to those who were on a waiting list.

One outcome from the workshop was a suggestion that the Board consider developing a list of what should be in every clinical record.

- **NCR Implementation Committee**

No activities have occurred since the last meeting

b. Other

No other unfinished business was addressed.

8. NEW BUSINESS

a. Report

- **AASCB Correspondence**

No report

- **AMFTRB Correspondence**

No report

- **ASWB Correspondence**

No report

- **Citizen Advocacy Correspondence**

No report

b. Renewal Statistical Report

Chiles reported that on September 1st licenses expired; she continued that the following numbers represent those who did not renew or place his or her license on inactive or lapsed status:

12	-	Marriage and Family Therapists
144	-	Master Social Workers who also hold a MHP license, 591 have renewed
4	-	Master Social Workers who only hold the MSW, 13 have renewed,
420	-	Mental Health Practitioners, 1,908 have renewed
173	-	Professional Counselors, 813 have renewed
939	-	Certified Social Workers, 473 have renewed

The percentage of those who renewed on/before 9-1-06 seems to be greater than those who renewed by this same date in 2004; the increase may be related to the fear of being charged an administrative penalty fee of \$10.00 for everyday the licensee practices after the license expires, where in the past you could still practice but you only paid a \$25.00 late fee. There still is a 30 day grace period, however, the grace period is only for paying late, it's not for practicing.

Chiles stated there were additional changes to the 2006 renewal process.

1. If a licensee held more than one credential (i.e. MHP and MSW), we only sent 1 renewal notice and said renewal notice identified all credentials held by the licensee and the fees required to renew each credential along with the total fee due. This eliminated the cost associated with mailing, printing, stuffing approximately 1700 additional renewals.
2. We carried this same practice to the renewed license; thus, the licensee only received 1 wallet card and that card identified all credentials held by the licensee. Again, there was a monetary savings based on the fact that individual wallet cards were not sent for each credential.
3. The Department offered licensees the option of renewing his/her license Online (payment by either credit card or debit card) or renewing by mail or in person (check/cash/money order only). This was a challenge in itself because the computer vendor did not have the final process in place August 1st which is just 30 days prior to the expiration date of September 1st. Online renewal

could be used as long as the licensee renewed all credentials held to the same status.

We did receive a few complaints from individuals who stated the process was difficult to maneuver sometimes. Others submitted the renewal and then realized that they had answered a question incorrectly, but could not go back and fix the response. Each morning we would check the renewals that were processed the night before and everyday at approximately 3:30 we again checked the on-line renewals, thus, we had two opportunities to renew the license and still get them in the mail that same day. Those that were not complete or answered questions negatively, were immediately sent an email outlining the deficiencies. This worked well, as they could then respond by email and we could proceed with processing the renewal. So all in all, on-line renewals were processed smoothly with few glitches.

Processing renewals that were sent by mail wasn't quite as easy. Staff review time was increased as many of licensees did not send in completed forms and then had to be notified by mail of the deficiencies, several licensees downloaded a blank form from the web and did not realize that they were randomly selected for a CE audit or failed to complete all information requested, others returned the postcards requesting that the department mail a paper copy of the renewal (which took additional time).

The other issue that we encountered (and delayed some renewals) was that even if a licensee renewed online and was randomly selected for audit, s/he was still required to send proof of attendance for each of the continuing education programs s/he completed or if a name change was requested, official documentation of said change needed to be sent to the office. Several licensees scanned the documentation and sent it by e-mail to Chiles, which saved time and money.

c. Proposed Criteria for Selecting Practice Monitors

Deferred to next meeting

d. 2007 Board Meeting Dates

The Board agreed to continue the practice of meeting the first Friday of every other month, starting at 9:00 a.m.

e. Other

Chiles stated that the Board packets contained FYI information relating to licenses for biofeedback and neurotherapy professionals from the License Commission of the Americas. The License Commission of the Americas is a nonprofit corporation established in April 2006. The Commission will commenced issuing license to qualified biofeedback and neurotherapy professionals in July 2006. one of the requirements for applicants is to be licensed with a scope of practice including counseling or mental health therapy or to pass a coaching course for biofeedback and neurotherapy professionals. They are willing to work with any licensing board to expand the scope of practice for their profession to include biofeedback and neurotherapy. Web site: <http://LicenseCommission.com>

9. ADJOURNMENT

There being no further business, the meeting of the Board of Mental Health Practice adjourned at 11:20 A.M.

Respectfully Submitted,

John Atherton, Secretary
Board of Mental Health Practice

**The next board
meeting is scheduled
for September 1, 2006.**

Tape Recorded and Summarized by: Cindy Kelley, Health Licensing Specialist
Credentialing Division